



**DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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JUL 28 1997

IN REPLY
REFER TO AQOG

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

SUBJECT: DCMC Memorandum No. 97-73 , DCMC Internet/Web Site (POLICY)

This is a POLICY memorandum. It supersedes DCMC Memorandum No. 96-12, Guidance for the Defense Contract Management Command (DCMC) Utilization of the Internet and World-Wide Web, dated September 12, 1996, and is in effect until its contents are included in DLAD 5000.4, Contract Management, not to exceed one year. Target Audience: All individuals involved in Internet/Web Site creation, maintenance and/ or use.

The DCMC Home Page has proven to be an efficient means of disseminating a large volume of information to a large community of users and is very well suited to support DCMC's network of contract administration offices (CAOs). However, our Home Page must become more than just a source of information if we are to take advantage of its full potential. It must be a vehicle to allow us to reduce the cycle times of our business management functions and to improve the efficiency and effectiveness of our business process improvements. It must integrate and focus on information that our customers find useful. It must also provide a means to communicate with our customers.

The objectives of the DCMC Home Page are to serve as the primary medium between DCMC Headquarters and the Districts and CAOs for the dissemination of Command policies, procedures and information; and to provide Headquarters, District, and CAO personnel with reliable, timely, and cost effective information for management of daily work performance and decision making. For our military service and federal agency customers, the DCMC Home Page will be the medium for us to present our services and to provide contract management information that enhances their ability to manage acquisitions. For contractors, the DCMC Home Page will enable us to present information about our management policies, procedures, and other initiatives that may assist them in successful contract completion.

The organizational roles and responsibilities are as follows:

a. The Executive Director, Contract Management Policy (AQO) has overall responsibility for establishing the Home Page structure, standards for appearance and content, and for determining functional requirements, in accordance with DLA Internet Policy dated May 1, 1997. AQO will sponsor a team of AQO; Executive Director, Operational Assessment and Programming (AQB); Executive Director, Program Integration (AQI), and Director, Procurement Corporate Information Management (AQAC) people to carry this out.



b. AQO and AQAC will monitor District Home Pages to ensure compliance with DCMC and DLA policy.

c. The Director, Defense Procurement Corporate Information Management Systems Center (AQAC) has overall responsibility for implementing the technical aspects of design and functionality.

d. Functional teams within Operational Assessment and Programming (AQB), Program Integration (AQI) and AQO are responsible for compliance with the standards for appearance, content, and currency of DCMC Home Page information, and for functionality of selected content.

e. Districts and CAOs may establish their own home pages. They are responsible for the appearance, content, currency, and functionality of the information on their respective home pages, and will ensure that links to the DCMC Home Page are used where possible. They are also responsible for compliance with the provisions of DLA Internet Policy dated May 1, 1997. Districts will monitor CAO home pages to ensure compliance with subject DLA policy.

This Command policy regarding the DCMC Home Page reinforces the necessity for all Command personnel to monitor the Home Page to keep abreast of not only the latest information but more importantly changes in Command policy that require immediate attention and action. Questions and comments may be directed to Mr. Richard Horne, DCMC Internet/Web Site Team Leader, AQOG, 703-767-2359, DSN 427-2359, richard_horne@hq.dla.mil.



ROBERT W. DREWES
Major General, USAF
Commander

Attachment
Guiding Principles

DCMC Home Page - Guiding Principles of Structure and Content

DCMC will use the following Guiding Principles in structuring the DCMC Home Page's organization and content. The DCMC Home Page:

- is an integral support mechanism to the DCMC mission of providing contract administration services to military service and federal agency customers. The DCMC Home Page supports mission execution by providing accurate and timely policy, procedures and information to District and CAO personnel.
- facilitates intra-DCMC communications by establishing a single source for all DCMC policy, procedures, and official information available to all employees.
- reflects the DCMC organizational structure and management methodology; supports such by providing links to the home pages of DCMC field activities.
- facilitates teaming by making essential policy and information readily available to all and by providing formal and "informal" teams a venue for such information.
- users should benefit from graphics and animation where used.
- users must be able to quickly and easily locate items.
- is dynamic. It is a source of current policies, procedures and information only. The DCMC Home Page will ultimately be capable of daily updates and notification thereof.
- content update will be decentralized to the greatest degree feasible.
- will be efficient in providing links to information existing on other web sites rather than duplicating the information. District home pages will be regarded as extensions of the DCMC Home Page and CAO home pages as extensions of their respective Districts.
- will present information in the file formats that are most useful.
- will provide content-to-content links to maximize the efficiency of information retrieval.
- will also be used to transmit action items of general applicability (e.g., suspense items) to field activities and may provide a means for response to those items.